

## Update

Ministry

Treasury Board and Finance

**Describe: Basic Job Details**

**Position**

Position ID

Position Name (200 character maximum)

Budget Info Systems Manager

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

**Design: Identify Job Duties and Value**

**Changes Since Last Reviewed**

Date yyyy-mm-dd

2025-10-03

Responsibilities Added:

OneStream Support and Implementation

- Support the implementation and operationalization of the OneStream system across the organization, ensuring alignment with Treasury Board and Service (TBS) divisional priorities.
- Develop subject-matter expertise in OneStream functionalities and reporting, proactively leveraging training materials to position the division as a knowledgeable, self-sufficient user of the system.
- Support the execution of User Acceptance Testing (UAT) to validate system performance, ensuring business requirements are met and issues are escalated and resolved strategically.
- Provide assistance in user support, serving as a resource for TBS end users on workflows, templates, quick

views, and cube views, with a focus on consistent, reliable system performance.

- Design and deliver divisional training programs, including the development of comprehensive internal training materials, to build system knowledge and sustain user adoption of OneStream.
- Collaborate at the enterprise level with 1GX and Accenture run teams to identify, document, and advocate for system enhancements, ensuring continuous improvement and alignment with organizational objectives.

Responsibilities Removed:

None

## Job Purpose and Organizational Context

Why the job exists:

The Treasury Board Secretariat (TBS) supports the government's fiscal management by leading the corporate financial management reporting to decision makers and the public. Within TBS, the Budget Information Systems (BIS) team plays two roles. One, it advises on information requirements for core financial data and develops and maintains financial data management systems as required to support Treasury Board Committee and the President of Treasury Board and Minister of Finance in managing the province's fiscal planning. Two, it provides coordination and support to the government's appropriations process by preparing estimates and appropriations publications and supporting the Minister in fulfilling appropriations related legislative procedures and roles.

Reporting to the Director, Budget Information Systems, this position is critical to the implementation, operation, and ongoing optimization of the OneStream system, the government's enterprise platform for financial planning and reporting. The incumbent ensures OneStream delivers timely, accurate, and actionable information for both internal decision-making and public reporting by leading user acceptance testing, developing and delivering training, supporting divisional users, and collaborating with enterprise partners to drive continuous improvement. Given the central role OneStream plays in fiscal management, the position is essential to maintaining uninterrupted operations and ensuring system reliability during budget cycles and reporting periods. Beyond OneStream, the incumbent strengthens financial information management practices across TBS by guiding the design and refinement of systems and tools that enable high-quality budget preparation, appropriation tracking, quarterly reporting, and annual reconciliation. As a hands-on system steward and advisor, the incumbent ensures the accuracy, accessibility, and effective use of financial data that supports the province's fiscal planning and accountability.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### 1. OneStream Support and Implementation

- Support the implementation and operationalization of the OneStream system across the organization, ensuring alignment with Treasury Board and Service (TBS) divisional priorities.
- Develop subject-matter expertise in OneStream functionalities and reporting, proactively leveraging training materials to position the division as a knowledgeable, self-sufficient user of the system.
- Support the execution of User Acceptance Testing (UAT) to validate system performance, ensuring business requirements are met and issues are escalated and resolved strategically.
- Provide assistance in user support, serving as a resource for TBS end users on workflows, templates, quick views, and cube views, with a focus on consistent, reliable system performance.
- Design and deliver divisional training programs, including the development of comprehensive internal training materials, to build system knowledge and sustain user adoption of OneStream.
- Collaborate at the enterprise level with 1GX and Accenture run teams to identify, document, and advocate for system enhancements, ensuring continuous improvement and alignment with organizational objectives.

### 2. Information Management Systems Development

Investigate, develop and refine information management systems for collecting and communicating financial information for both management and public reporting purposes.

- Research and develop new tools and skill sets in financial information database design and use.
- Master and share spreadsheet tools and skills, such as pivot tables and macros, to TBS and its partners.
- Investigate opportunities, alternatives for, and feasibility of, new or modified financial information management systems and processes.
- Analyze and develop information requirements and help draft user instruction documents to support the completeness and quality of all data entered into government financial information management systems.
- Work in partnership with the division and its clients to interpret, and where possible anticipate, the division's financial information needs as they develop, and to prepare relevant reports and data management tools.

### 3. Budget Development and Reconciliation

Assist in the confidential preparation and reconciliation of budget documents on tight timelines, particularly in the October to March time period to support accurate, timely and meaningful financial data in public reports.

- Provide guidance to the division and ministry partners on organizing and managing financial information needed to prepare high quality budget documents, in particular and especially, estimate documents and appropriation acts, to meet legislative requirements on short timelines.
- Assist division partners in the development of budget instructions and workshops for client ministries.
- Support the division's work in tracking Treasury Board Committee decisions and ensuring they are properly recorded.

### 4. Oversight of Supplementary Supply and Quarterly Reporting

Set guidance on and oversee the preparation of Supplementary Supply Estimates for the Legislative Assembly and provide advice on managing data for use in the ministry submissions in preparation for public quarterly reporting.

- Support and maintain the tools used by the division to track and reconcile quarterly submissions and approvals with BDP Managers, Capital Planning and the Office of the Controller.
- Ensure that quarterly decisions with appropriations implications are captured in all the relevant appropriations tracking and reporting.
- Supplementary Supply Estimates and supplementary appropriation acts are prepared within acceptable quality standards and legislative requirements, and are released on schedule.

### 5. Reconciliation of Annual Report information.

- Support and maintain the tools used by the division to track and reconcile year-end submissions.
- Assist in financial or data analysis tasks needed to make financial results data usable for management and executive reporting purposes.

## Problem Solving

Typical problems solved:

Financial reporting in the Government of Alberta requires accurate and timely analysis of legislation, accounting policy and standards and financial information systems to provide both the public and decision makers with meaningful, actionable information. This position will take a leadership role in collection, reconciliation, and reporting projects for both routine public disclosures and internal management reporting tasks by collaborating in (and as necessary, coordinating) the efforts of TBS Managers in sourcing consistent, high-quality data from across all ministries in the Government of Alberta.

Examples of problems addressed by the BIS team:

- Integration of capital plan management system into the overall fiscal planning information system

- Support to the division in maintaining and modifying systems for tracking official records for the Treasury Board Committee.

Types of guidance available for problem solving:

BIS Managers may seek advice and guidance from the BIS Director, or from any member of the division, as and when needed. In part to avoid interrupting or disrupting the solution design and development process in progress, the BIS Manager is expected to work independently to identify when additional support or guidance is needed or useful. This is a crucial skill as the problems under management by the team are at the intersections of legislative requirements, fiscal and other corporate policies, financial management practice, data management practice and policy, and parliamentary procedure. Multiple iterative consultations may be necessary to fully understand how to best apply a particular data management strategy to assist in addressing a given business need.

Solutions must fit within existing or desired future policy outcomes, business practices and available systems and tools. Feasibility assessments are a key tool in assessing viable solutions given limited attention and resources. The position works to ensure that all TBS staff are clear on the kind of data needed and helping them to guide ministry officials in understanding and meeting the data requirements for each project allowing the government to meet its financial information management responsibilities while minimizing the cost in time and effort to both TBS and its partners.

Direct or indirect impacts of decisions:

BIS and OneStream systems development activities and financial information systems advice directly affects the quality and kind of information management tools available to TBS in fulfilling its leadership role in the government's financial management community. Information management solutions accepted by TBS typically become data and process requirements for ministry finance teams across the government that in turn may influence how those teams organize requests for information from program areas. The team coordinates its strategies and advice on financial information systems with corporate partners across the government, including the Office of the Controller, the Public Service Commission, and Technology and Innovation.

**Key Relationships**

Major stakeholders and purpose of interactions:

Collaborate within the division on the design and development of management and publication reports and data collection tools and processes to manage fiscal information provided by ministries, develop submissions to Treasury Board Committee for decision, and track the impacts of those decisions on ministries' business plans and financial reporting.

TBS and the Office of Controller (OOC) work closely on a variety of financial policy and presentation issues. The OOC uses the same financial data structures as TBS to manage their reports and reporting activities. The OOC also oversees the reports for the public account process, which is the final step in the full cycle of the appropriation process.

Collaborate with Legislative Counsel and Office of the Clerk of the Legislative Assembly in the drafting and editing of legislation and the tabling of Estimates documents. Support collection, reconciliation and preparation of financial information of Legislative Assembly Offices for inclusion in fiscal planning and consolidated public financial reporting.

Collaborate with Ministry Finance Divisions in collecting and reconciling financial information for any and all government management and public reporting purposes.

Collaborate with Enterprise Resource Planning Transformation Division, Technology and Innovation, in developing new tools, systems and processes for collecting and managing financial management information for any and all government management and public reporting purposes.

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		

If other, specify:

**Bachelor's degree in business, Finance, Computer Science or Economics is required.**

Job-specific experience, technical competencies, certification and/or training:

As a member of the BIS team, the Manager will require skills in the following:

- Proven experience working with enterprise systems (preferably financial platforms such as OneStream or comparable solutions), with both strong business analytical skills and technical understanding
- Information systems analysis, design and management
- Financial management and reporting
- Legislative research, analysis and design, particularly within the Canadian parliamentary tradition of appropriations
- Advanced Excel skills, including pivot reports and Visual Basic for Applications
- SharePoint development and maintenance
- Accounting standards and methods

Other skills are advantageous, and over time, a manager would be expected to develop or improve skills in the following areas:

- Agile software development methods
- Government of Alberta policy and procedures, especially financial management policy for budgeting, forecasting and annual reporting
- Electronic records management, including some familiarity with relevant legislation and legal practice
- Instructional documentation, especially those setting and communicating information requirements

**Behavioral Competencies**

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> </ul>	

		<ul style="list-style-type: none"> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	
Drive for Results	○ ● ○ ○ ○	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	